

## **Obtaining Signature Authority**

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Employees requiring signature authority need to have their supervisor send an email to Lisa Rebrovich. The request should include a business reason as to why the employee requires signature authority, the project(s) in which the employee would need to sign on and the requested limit. If the employee is matrixed to another division, they need to obtain concurrence from the PI.

Lisa will then forward the request to Linda Brown in Financial Services Department. Linda will email the employee a signature on file form, which needs to be signed by the employee and mailed back. Upon receipt of the form, Linda will activate the authority in the system.